

HEALTH AND SAFETY ARRANGEMENTS

0.0 SCOPE

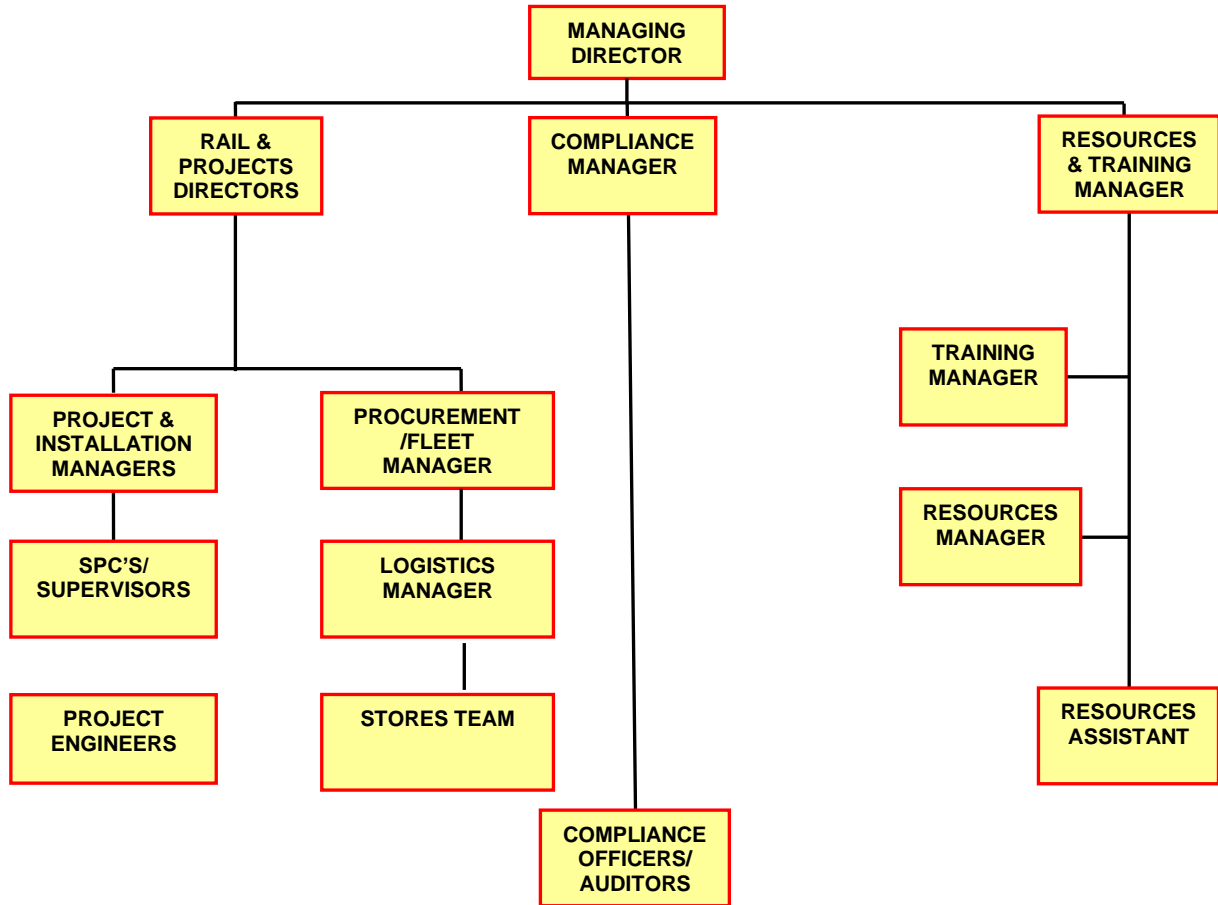
This document covers the arrangements for Health and Safety Management within Data Tech Holdings Ltd (DT), and should be read in conjunction with HSP001 Health and Safety Policy Statement.

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1.0 RESPONSIBILITIES	
1.1 OVERALL RESPONSIBILITY	
Mr Bob Jacobs – Managing Director Unit 4 Gateway Business Centre Tom Cribb Road Woolwich Arsenal, London SE28 0EZ	Tel: 020 8319 5640
1.2 DAY TO DAY RESPONSIBILITY	
Mr Bob Jacobs – Managing Director	As above
1.3 HEALTH AND SAFETY PERSONNEL	
Mr Mark Robson – Compliance Manager	Tel: 020 8319 5640 / 07968 843337
1.4 SPECIFIC RESPONSIBILITY – FIRST AID	
Mr Mark Robson plus designated others Sites – as designated to shift or site	Tel: 020 8319 5640 / 07968 843337
1.5 SPECIFIC RESPONSIBILITY – TRANSPORT & VEHICLES	
Mr David Stothard – Procurement/Fleet Manager plus designated others	Tel: 020 8319 5640 / 07958 332014
1.6 SPECIFIC RESPONSIBILITY AND DUTIES – ALL EMPLOYEES	
<p>All employees have a duty under the 1974 Health and Safety at Work act to:</p> <ul style="list-style-type: none"> ➤ Cooperate fully in all matters of health and safety with the company management. ➤ Ensure that guarding, equipment, PPE, plant, tooling etc. provided to safeguard their health and safety is not intentionally damaged or interfered with. ➤ Take reasonable care of their own health and safety and of those who may be affected by their work or equipment. ➤ Report all damage to or deficiencies of equipment immediately. ➤ Report all health and safety concerns to the appropriate Supervisor/Site Person in Charge, line manager or those listed in 1.1, 1.2, or 1.3 of this procedure. 	

1.7 ORGANOGRAM FOR SAFETY



**DATA TECH HOLDINGS LTD MANAGEMENT STRUCTURE:
RESPONSIBILITY FOR SAFETY AND COMPETENCE**

2.0 ACCIDENTS

Definitions:

An **ACCIDENT** is defined as an unplanned, unexpected and undesired event likely to cause or actually resulting in harm to persons or damage to property or environment.

A **NEAR MISS** or **NEAR HIT** is an unplanned, unexpected and undesirable event where harm or damage was narrowly avoided.

All accidents, near misses/hits including those that **may** have environmental impact or cause damage to property, plant, materials or infrastructure will be reported and recorded on the accident report form.

All accidents will be investigated by the designated safety advisor or nominated deputy and findings will be recorded along with actions taken.

Subject to site, additional reporting may be required to the client, Principal Contractor or as laid down in the contract or safety plan for site.

2.1 ACCIDENTS - RIDDOR

Notifiable accidents or dangerous occurrences will be reported to the Health and Safety Executive in accordance with RIDDOR regulations via the internet at www.hse.gov.uk/riddor, by the designated health and safety advisor

The company will fully cooperate with all official investigations.

3.0 ASBESTOS

Asbestos is still the single greatest cause of work-related deaths in the UK and as such the risks from such materials must be properly controlled.

So far as is reasonably practicable:

- Staff who may work in areas containing asbestos will be Asbestos Awareness trained.
- Details of asbestos present in the works location shall be gained prior to commencement of works.
- Risk assessments will be carried out and control measures identified and arranged, including additional training where necessary.
- Licensed contractors will be engaged where works are required in and around areas where asbestos containing materials are present and there is risk of disturbance or where removal of same is required.
- Suitable and sufficient staff, equipment, and PPE will be on site.
- Staff shall be fully briefed on the safe system of work.
- SPC/Supervisor will fully understand the risks and requirements and is capable of setting up and maintaining the safe system of work.
- Waste disposal requirements have been identified and arranged.

All works shall be strictly supervised throughout.

3.1 ASBESTOS - EXPOSURE

Should personnel be inadvertently exposed to asbestos fibres the following procedure shall be followed:

- The area shall be sealed off and all staff removed.
- Contamination shall be reported to line and safety managers and to the person in charge of the site [and to the area Duty Holder](#).
- Personnel shall be decontaminated in accordance with HSE guidelines.
- The works area shall be decontaminated - by specialist licensed contractors as necessary.
- Personnel who may have been exposed shall be sent for medical assessment and treatment.

- Full investigation will be carried out and a report published with actions including continuous assessment of personnel, notification to insurer and the making of a permanent record of the exposure.
- Report of Dangerous occurrence shall be made under RIDDOR.

3.2 ASBESTOS - AWARENESS

All employees who may foreseeably work in the vicinity of asbestos containing materials (ACM's) and could possibly be exposed, shall receive Asbestos Awareness Training. This shall include:

- Properties of asbestos, health effects including that on smokers.
- Types, uses and likely presence of asbestos.
- How to avoid risks from asbestos and how to avoid disturbance of ACM's.
- Personal protective equipment.
- Procedures to be followed in case of emergency.
- Health monitoring and exposure.
- Legal requirements.

Refresher training will be carried out periodically but within 24 months.

All trained staff will carry a competence card or certificate.

4.0 CDM 2015 - RESPONSIBILITIES

DT fully understand the responsibilities under the Construction (Design and Management) Regulations 2015 (CDM 2015) and will ensure the following.

The client is aware of the client duties under CDM 2015 before any work starts and all pertinent information has been received.

All DT personnel have the skills, knowledge, experience and, where appropriate, the organisational capability to carry out the work safely and without risk to health.

Works are planned, managed and monitored to ensure any risks are controlled including those to anyone who might be affected by it (including members of the public) and the measures needed to protect them

Suitable and sufficient training/refresher training is carried out to maintain skills, knowledge and a Safe System of Work

All workers under DT control will be given a suitable, site-specific induction where not provided by the Principal Contractor.

DT will provide appropriate levels of supervision, information and instructions to workers under their control for the works, site risks and controls.

Site security will be maintained, so far as reasonably practicable, subject to responsibility and requirements of the Principal Contractor and the location with works not starting until reasonable steps have been taken to prevent unauthorised access.

DT shall ensure suitable welfare facilities are provided and maintained them throughout the work from the start for staff under their control, or shall be supplied by DT.

DT will:

- Coordinate their work with the work of others in the project team
- Comply with instructions/directions given by the Principal Designer or Principal Contractor
- Comply with all parts of the Construction Phase Plan for the project relevant to their work
- Liaise with all interested parties on matters affecting the health, safety and welfare of persons on site and in the vicinity.
- [Ensure good lines of communication are maintained with all interested parties](#)

5.0 CONSULTATION

Employees shall be directly consulted on matters of health and safety so far as is practicable.

Where this is not possible, the Site Persons in Charge or line managers may act as a conduit for such consultations.

All employees shall have direct access to the designated health and safety advisor and shall be given the relevant contact details including mobile number and email at the time of induction or when such details change.

Additional information will be made available via the DT internet portal.

6.0 DRIVERS

Except in an emergency, only personnel authorised by a Director or the Fleet Manager shall be permitted to drive company vehicles.

Drivers shall at minimum (unless special exception is made):

- Be over 25 and physically fit.
- Hold a valid UK or EC Licence and be licensed for the type of vehicle.
- Permit the Company to verify license details and penalty points via the DVLA online system as required (at least six monthly intervals).
- Pass an eye test approximately at 6 month intervals (at 20m) and before resuming driving following a blameworthy accident.
- Pass a driver assessment **both initially and following a blameworthy incident.**
- **Be both sober and free of influence of any drug or medication.**

All drivers shall notify the Company in writing of any motoring offences with which they have been charged or convicted.

Drivers shall ensure that:

- **A daily “walkaround check” is carried out and recorded on the vehicle check sheet with any defects and actions listed before the vehicle is used.**
- Vehicles are driven in a safe and considerate manner at all times and in compliance to the Highway code and local restrictions.
- Due regard is **always** given to vulnerable road users including cyclists, children, the elderly and those with disabilities.
- Vehicles are always parked in a safe **and legal** manner where they do not interfere with other road users nor cause obstruction.
- The vehicle is maintained in a clean and tidy condition, both internally and externally.
- All functional equipment, brakes and lights are operational and effective.
- The vehicle is secured and **deadlocked** when left unattended.
- They comply with all requirements of HRP006 Company Vehicle Policy.
- **All required training is attended.**

7.0 DRIVING STANDARDS

Drivers shall ensure that good driving standards are maintained at all times both for their own safety and that of other road users particularly children, the elderly and cyclists.

This shall be accomplished by:

- Obeying speed limits;
- Anticipating and adjusting to road and traffic conditions.
- Ensuring loads are both within the payload capacity of the vehicle and are safely secured.
- Ensuring that only the number of passengers are carried for which the vehicle is designed.
- Driving smoothly, avoiding sudden braking and rapid acceleration to avoid destabilising any load.
- Not eating, drinking or smoking whilst driving.
- Concentrating on driving, avoiding distractions from both inside and outside the vehicle
- All occupants wearing seat belts when travelling.
- Not driving if tired or if taking medication that causes drowsiness or has an effect on vision.
- Not taking illegal substances or driving under the influence of alcohol.
- Ensuring that the vehicle is roadworthy and all safety devices are functioning correctly.
- Not being drawn into confrontations with other road users

7.1 DRIVING STANDARDS - IN VEHICLE TECHNOLOGY

Drivers shall not use handheld in-vehicle technology such as mobile phones, whilst driving, nor shall devices be programmed or handled, even in stationary traffic.

Use of hands free equipment shall be minimised and calls shall not be taken unless vital. Drivers shall instead find a safe area to park and return the missed call.

Office staff shall be mindful that staff members may be driving and shall both limit number of calls and call duration as much as possible.

8.0 DRUGS AND ALCOHOL – SEE HRP010 DRUG & ALCOHOL POLICY

Data Tech operates a zero tolerance to drug and alcohol abuse including “legal highs”, within the workplace. Any employee or subcontractor found intoxicated during working hours or on Company premises, vehicles or worksites will be escorted from the premises immediately. The Company will then take disciplinary action when the employee has had time to recover from the effects of intoxication.

All employees and subcontractors shall understand and accept their responsibilities under the policy and:

- Never report for duty having taken or whilst under the influence of alcohol or non-medicinal drugs.
- Be familiar with all aspects of the policy and the disciplinary implications resulting from a breach.
- Identify employees or subcontractors whose performance is impaired by alcohol or drugs and resolve any problems that may arise.
- Encourage any employee or subcontractor with a drink or drugs related problem to come forward and seek help.
- Avoid covering up or colluding with colleagues whose behaviour and performance is affected by alcohol or drugs.
- Ensure that employees and subcontractors are aware that to use, possess, consume, store or sell illicit drugs on either the Company’s or its Client’s premises or to report for work having taken such drugs will result in disciplinary action which may lead to summary dismissal.

9.0 FIRE AND EMERGENCY

9.1 FIRE AND EMERGENCY - OFFICES:

Company Offices shall be equipped, at minimum, with AFFF and CO2 extinguishers situated at designated fire points at the points of escape and others as may be deemed appropriate.

In the event of an emergency all personnel shall clear the area via the designated access points and meet at the Assembly point as detailed.

Car Park area to the right of gates.

9.2 FIRE AND EMERGENCY - SITE

Prior to works the site emergency procedures shall be identified including, evacuation routes, assembly points, call points, alarms and fire points.

Where required and subject to location, works and existing facilities, fire points shall be established at appropriate points comprising AFFF and CO2 extinguishers, fire blanket, along with, if required, adequate means of warning (fire bell or air horn).

All site staff shall be fully briefed on the location and operation of fire points and emergency procedures at the initial Site Induction.

9.3 FIRE AND EMERGENCY - VEHICLES AND FUELLING

Company commercial vehicles shall be supplied with AFFF or powder fire extinguishers which may be deployed on site where needed, particularly during fuelling operations of petrol or diesel powered equipment.

9.4 FIRE AND EMERGENCY EXTINGUISHERS

Extinguishers shall be serviced on at least an annual basis by an accredited service company and marked as such, unless otherwise determined by the manufacturer. Employees shall be trained in the use of the extinguishers as necessary.

9.5 FIRE AND EMERGENCY - PROCEDURES

In the event of an emergency alarms shall be activated and warnings given, then all personnel shall clear the area/building via the designated access points and meet at the **Assembly Point** as detailed for the office/location or as detailed in the method statement for site.

A role call shall then be taken to ensure everyone is accounted for.

The relevant emergency services shall be contacted via the 999 system.

All employees shall fully cooperate with the emergency services.

Detailed reports of the emergency shall then be passed to the designated Health and Safety Advisor and a final report produced. Statutory reporting as detailed before shall be made if required.

10.0 FIRST AID

10.1 FIRST AID - FIRST AIDERS

First Aid responsibility is detailed in section 1.4 of this document.

All first aiders shall have been trained to either First Aid at Work standard (three-day course) or Emergency First Aid at Work standard (1 day course). All shall undergo retraining at a minimum of 3 yearly intervals.

A minimum ratio of 15 staff per first aider will be maintained on site.

10.2 FIRST AID - FIRST AID KITS

First aiders shall be equipped with an appropriately sized & suitably stocked First Aid kit or kits for the crew size working on site.

First Aid kits and bottles of potable water will be carried in company vehicles, as appropriate, for use on site.

First Aid facilities shall be maintained in the site offices of fixed operational sites or at a suitable point for transient or mobile sites.

All kits shall be checked at regular intervals and restocked or replaced as necessary and shall at least meet the minimum legal requirements. Expired, damaged or contaminated stock shall be destroyed.

11.0 HANDBOOK

Data Tech Health and Safety Handbook (HSP010) will be issued to all employees at the time of induction with further revisions and / or additions as necessary.

This handbook forms part of Data Tech's arrangements for Health & Safety.

12.0 HEALTH MONITORING

Medical questionnaires shall be completed by all staff on engagement.

At regular intervals (approximately 1-2 years) health monitoring forms will be sent to all staff for completion and return. All forms will then be reviewed by the designated Health and Safety Advisor or designate.

Should any adverse change or worsening in condition be reported, competent medical advice shall be sought and where necessary, medical or specialist examination arranged or contact with the person's GP made.

Further actions will be based on findings and advice to ensure the health safety and welfare of the person concerned.

13.0 INDUCTION

13.1 INDUCTION – ON EMPLOYMENT

All employees will undergo induction and safety training on their first working day so far as is practicable or as soon as possible thereafter.

Inductions will be carried out by Health and Safety personnel as appropriate or by a competent deputy. An on-line induction shall also be available via the Data Tech's portal.

The induction shall include all relevant company procedures and basic manual handling training.

The induction shall be recorded on form DTQSQSFHR0007 Induction form and a briefing form DTQSQSFHR0002 or [DTQSQSFHR0033 STARRT Card](#) shall be completed and signed by all attendees of subsequent Toolbox Talks or briefings.

13.2 INDUCTION – SITE, BRIEFINGS AND RECORDS

All personnel shall receive site induction prior to starting work, carried out by the SPC/Supervisor.

This shall include at minimum:

- Site Rules.
- Details of works and method statements including liaison and communication between workgroups.
- Site specific hazards and control measures.
- PPE.
- Risk & COSHH Assessments.
- Working at heights – where applicable.
- Protection arrangements – where applicable.
- Fire and Emergency procedures and locations of fire points.

- First Aid procedures, first aiders, and location of first aid supplies.

All inductions shall be recorded on DTQSQSFRM0002 - Site Briefing Sheet or [DTQSQSFRM0033 STARRT Card](#).

14.0 INFECTION – EPIDEMIC AND PANDEMIC SITUATIONS

During situations of epidemic or pandemic, government advice and instruction shall be followed.

- Risk assessments shall be carried out and vulnerable members of staff identified and where possible work from home.
- Manning of offices shall be minimised both in staff on site and hours occupied.
- Addition cleaning/sanitisation of areas, tooling and vehicles shall be implemented.
- Social distancing shall be implemented both in office and site locations.
- Face coverings, sanitiser and wipes shall be provided to all staff locations.
- Where appropriate, temperatures shall be taken prior to entry to offices.
- SSOW (Safe Systems of Work) shall be developed, briefed implemented for works

15.0 INFORMATION & INSTRUCTION

Health and Safety information and instruction will be supplied to all personnel by the designated Health and Safety Advisor or competent designate.

Information may be supplied in the form of briefings, emails, hard copy or training sessions, online, at site or in company offices or other suitable locations.

Staff shall be required to sign hard copy records of briefings or otherwise signify they have received the briefing via electronic means for emails and online systems.

16.0 LANGUAGE DIFFICULTIES

In cases where the employee or others engaged by Data Tech are restricted in their reading of, understanding or use of the English language, then suitable means will be used to ensure their understanding of the required safety rules and processes.

This may include:

- Use of interpreters;
- One to one tuition;
- Extended induction;
- External educational assistance.

Additional onsite supervision may be required in these circumstances.

17.0 LOADS AND SAFE LOADING/UNLOADING

Vehicles shall only be loaded to within their weight capacity. Under no circumstances shall any vehicle load capacity be exceeded.

Large items shall be loaded first and secured prior to the loading of smaller items.

Heavy items should be distributed evenly across the floor surface of the van, ideally across areas that are most structurally sound. Light items should be placed on top of heavy items to reduce the risk of damage.

Cable drums shall be chocked and secured.

Materials and equipment should be secured to prevent sliding and toppling during transit, to protect both the load and the vehicle especially when travelling over rough ground or uneven surfaces.

Additionally, it can be a significant risk to safety when unloading if items have piled up against the door of the van or are stacked precariously.

Use anchoring points within the van and lashing/tensioning straps to tie items down. Fragile items or equipment (fire extinguishers in particular), must be protected with moving blankets or other suitable materials or packed in a rigid box or case.

Unloading.

Unloading zones should be chosen to minimise any risks to safety, inconvenience to other road users and to any persons using a neighbouring footpath.

Where practicable, unloading should take place in an area free of traffic or other obstructions. Where this is not practicable and where there are large or numerous items to be unloaded and safety zone should be defined and marked. Safety Marshals may be required where there is heavy footfall or where loads are being moved across footways. Adequate personnel shall be available to assist with unloading.

18.0 MANUAL HANDLING

Operations will be assessed by the Project Manager and safety staff as applicable, with a view to the requirements for manual handling.

Carry loads will be limited to a maximum individual load of 25kg as far as reasonably practicable or within the capability of the person. All loads will be kept within the capability of the person.

Mechanical handling methods will be employed where practicable.

Where appropriate, materials, loads, methodology and equipment will be detailed in the method statement or site specific instruction for works and staff briefed accordingly.

All staff will receive manual handling training and briefings.

19.0 MATERIAL & SUBSTANCES

19.1 MATERIAL & SUBSTANCES - COSHH ASSESSMENTS

Assessment of substances falling under the Control of Substances Hazardous to Health will be undertaken by the designated Health and Safety Advisor listed in 1.3.

Actions and control measures required will be approved and implemented by project and site staff and audited by Compliance and Quality staff.

Assessments will be reviewed as above by the designated Health and Safety personnel listed in 1.3 on an annual basis or as required due to changes work scope, equipment, or environment.

COSHH assessments will be published to all employees via method statements, site or van packs, works instructions, or briefings as applicable.

All such assessments and related documentation will be held on the Data Tech's server.

19.2 MATERIAL & SUBSTANCES- RISK MINIMISATION

Data Tech will endeavour to minimise risk from materials and substances by selecting the least hazardous or harmful material to personnel or the environment.

Waste will be minimised by planning works and use in accordance with manufacturer's instructions. Redundant and waste materials will be disposed of in accordance with current legislation.

Staff will be suitably trained and briefed as necessary.

20.0 MONITORING AND REVIEW

The company will make best endeavours to continuously improve its standards of operation, safety and training.

This will be achieved by the monitoring of tasks and operations which may be carried out by those detailed in 1.2.

Policies, procedures, and risk/COSHH assessments shall be reviewed on at least an annual basis and the findings recorded. This shall be carried out as necessary, by company directors in conjunction with employees and the designated safety advisor(s).

21.0 PERSONAL PROTECTIVE EQUIPMENT

The company shall provide suitable and sufficient Personal Protective Equipment (PPE), free of charge, to all those employees who may be exposed to a risk to their health and safety as a result of the tasks they are to undertake, or by the environment in which they will be working.

PPE shall only be issued after an assessment of hazards and risks pertaining to the task involved, has been made.

Supervisory staff are responsible for ensuring that the PPE supplied is correctly used and that any training required has been undertaken.

Records of the issue of PPE shall be maintained using form DTQSQSFRM0016 PPE Request and Issue Form where recipients shall sign to confirm receipt and liability for loss or damage.

Details will be held on the respective database.

All defective or worn out equipment shall be destroyed.

22.0 PLANT & EQUIPMENT

22.1 PLANT & EQUIPMENT - RESPONSIBILITY

Stores personnel shall be responsible for ensuring that work equipment is checked and that it is safe, complete and fit for use.

Effective issue, return, and maintenance procedures shall be implemented and maintained by stores personnel with all plant tooling and equipment being checked into and out of stores and signed for by the recipient.

22.2 PLANT & EQUIPMENT - IDENTIFICATION

All plant and equipment, with the exception of SCRIDS, shall be individually identified by a unique number prefixed by:

DTL – for equipment of Data Tech Holdings Ltd (DT).

All details shall be recorded on the Equipment Databases held on the servers at DT.

SCRIDS shall be identified by their manufacturers number.

22.3 PLANT & EQUIPMENT - FREQUENCY OF CHECKS

Plant equipment and tooling shall be formally inspected at the frequencies defined by the Equipment Database held on the server.

Frequency of formal inspections shall be as defined by:

- Legislation or codes of practice in the case of lifting equipment and portable electrical appliances.
- Level of use, transportation, or environment.

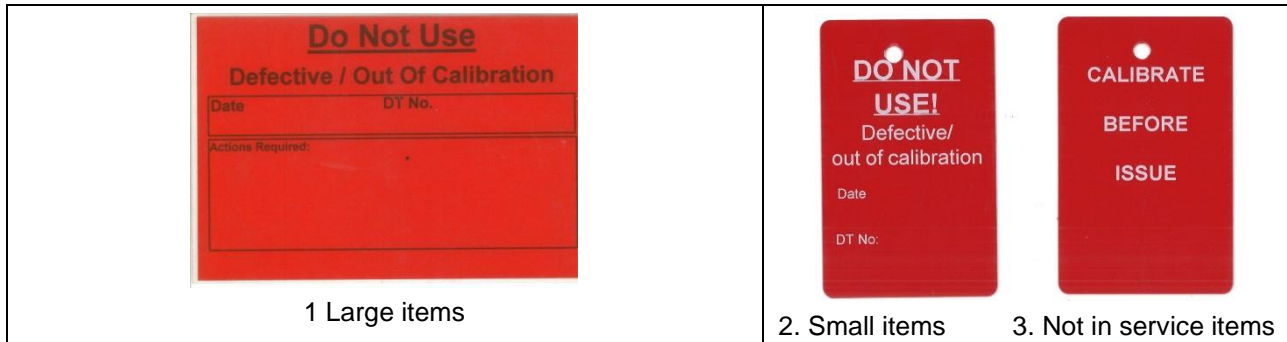
22.4 PLANT & EQUIPMENT - COMPETENCE

Personnel responsible for inspections shall be suitably experienced in the task and/or trained accordingly.

22.5 PLANT & EQUIPMENT - DAMAGE & DEFECTS

All plant and equipment found to be damaged or defective shall be fitted with a RED TAG with the date and the defect clearly written in permanent marker.

Red Tags



Any plant or equipment Red tagged shall not be used until repaired.

Should repair be impracticable or the equipment found to be beyond economic repair, then it shall be suitably destroyed or disposed of and the details added to the equipment database at the applicable office.

Blank Red Tags shall be made available at all work sites.

23.0 RAIL OPERATIONS

Data Tech will not deploy any person on London Underground (LU), Docklands Light Railway (DLR) or Network Rail (NWR) infrastructure until they have been trained in accordance with the requirements of the above, briefed and their competence assured.

24.0 RISK ASSESSMENTS

24.1 RISK ASSESSMENTS - GENERIC

Generic Risk Assessments will be produced, to cover tasks and operations regularly carried out and situations routinely encountered.

Assessments will be carried out by competent personnel, usually by a Project Manager with a member of Health and Safety staff.

These will include:

- Nature of the hazard
- Details of the consequences – worst case used
- Details of persons at risk.
- Control measures required detailed within, as a safe system of work.

Severity will be determined by a numerical score:

1	None or trivial Injury
2	Injury requiring First Aid
3	Reportable Injury
4	Major Injury or disablement
5	Death

Probability of occurrence will be similarly determined

1	Extremely Unlikely
2	Unlikely
3	Likely
4	Very Likely
5	Almost Certain

Risk Rating will be determined by the Severity Score multiplied by the Probability Score

1 to 5	Tolerable / Low Risk
6 to 10	Monitor and Maintain Strict Control Measures
11 to 15	Work Method Needs Urgent Modification
16 to 25	Work NOT Allowed. STOP WORK. Reassess

Applicable Risk Assessments will be included in generic or site-specific method statements or within the site pack as required.

Risk Assessments will be reviewed annually or sooner if required through legislative or operational changes.

24.2 RISK ASSESSMENTS - SITE SPECIFIC

Site Specific Risk Assessments will be undertaken by the designated Project Manager with the assistance as required of the designated Health and Safety Advisor listed in 1.3.

These will be included, with the applicable control measures, in either the Site-Specific Method Statement or the Site Specific Instruction, if a generic method statement is used.

Site surveys or Hazard Identification surveys will be carried out so far as practicable to identify significant on site risks. These will be carried out by a competent person and the results recorded.

24.3 RISK ASSESSMENTS - ON SITE

On site risk assessments will be carried out by the Site Person in Charge or Site Supervisor as applicable.

Significant findings will be recorded with the control measures put in place to reduce the risk to tolerable level. All relevant details and control measures will be briefed to staff.

24.4 RISK ASSESSMENTS - PUBLICATION

Risk assessments will be published to all employees via method statements, site or van packs, works instructions, or briefings as applicable to site and works.

All such assessments and other documentation will be held on the Data Tech's server.

25.0 SITE DOCUMENTATION

Prior to works, documentation will be prepared and briefed to those staff engaged on site. Format may vary subject to site and works but will cover the following:

- Site details, address, contacts;
- Emergency procedures including contact numbers;
- Works details, instructions and methodology;
- Plant & equipment;
- Risk assessments and control measures including site specific;
- COSHH assessments and handling instructions;

- Hazardous materials details including asbestos;
- Drawings, mark-ups and sketches – as applicable;
- Permits and licenses;
- Equipment instructions;
- Environmental information as applicable to site;

All site documentation will be treated as Controlled and will be updated as necessary with all updates recorded.

26.0 SUBCONTRACTORS

Subcontractors shall be selected, approved and managed in accordance with Data Tech Business Management System procedures.

27.0 SUPERVISION

Data Tech work crews will be supervised by personnel deemed competent by the company and, where required signed off on client documentation as in the case of London Underground.

Where required supervisory staff will carry identification as PWT/SPC/Supervisor/COSS.

Additional supervision will be carried out by Project or Installation Managers as necessary.

28.0 TRAINING

Task specific training will be carried out both on the job and through courses by industry accredited colleges or companies or internal trainers.

These will be identified and arranged by those detailed in 1.2 or designated managers.

Training will be subject to the needs of the business, work scopes and works environments.

See HRP002 – Training Policy

28.1 TRAINING - SPECIFIC TASKS

Where a specific training need is identified, the individual concerned will receive task specific training from a recognised training provider and / or from a suitably skilled instructor in addition to on the job training.

Where practicable, industry standard training courses will be used (e.g.: confined spaces, scaffold tower erection).

Additionally, environment specific training such as London Underground or Network Rail will be arranged prior to deployment.

Retraining shall be carried out at the intervals specified for the competence required.

28.2 TRAINING - RECORDS

Records of training and competences will be held at the company's address in electronic form from which skills matrices may be produced as required.

Scanned copies of all certification shall be held on Data Tech's servers.

29.0 VEHICLES (COMPANY)

Company vehicles shall be managed in compliance with HRP006 Company Vehicle Policy in addition to these arrangements.

Allocated vehicles:

The authorised driver (for allocated vehicles) is responsible for keeping his/her allocated vehicle in good repair and generally maintaining it in an efficient and roadworthy condition. A daily “walk around check” shall be carried out and recorded on the vehicle check sheet (rear) with detailed front shall be completed monthly and sent to the Fleet Manager.

Pool vehicles

Stores department are responsible for keeping pool vehicles in good repair and generally maintaining them in an efficient and roadworthy condition. A vehicle check sheet shall be completed by Stores Department on issue/collection, transfer or return of a vehicle.

Driver checks, and maintenance shall include:

- Lubricant reservoirs, coolant AdBlue and antifreeze levels where applicable.
- Tyre pressures, treads and wear.
- Washer levels and wiper operation.
- Operation of all brakes, lights and beacons (where fitted).
- Doors, window and locks.
- General cleanliness, especially windows, number plates and lights

All defects must be immediately reported, and repairs promptly arranged.

Periodic audits will be carried out on vehicles.

First Use Inspections:

Data Tech lease hire all company vehicles, generally for 3 year periods, after which they are returned to the hire company.

On delivery they will be inspected by the Fleet Manager or designated competent person and if in order, signed for and accepted. Should damage or defects be found the vehicle will be rejected back to the hire company for repair or replacement.

Walk around and Brake checks

All drivers shall, as part of their pre work checks ensure that all operational and safety equipment is functional and that the brakes operate correctly. Should brakes or any other safety equipment not be in a functional state, the driver shall report the matter to the Fleet Manager – days or the Night Manager – nights.

Servicing, Maintenance and defects

All vehicles will be serviced in accordance with the manufacturer’s instructions, with details held on the Milage Schedule Report.

Drivers shall complete monthly Vehicle Checklist and highlight any non-urgent issues/repairs shall then be arranged.

Should any safety critical or major issues arise, the vehicle will be recovered (if unfit to drive) and taken to an authorised repair centre. Where necessary after collision damage, the insurance company shall be informed.

Tyres

Drivers shall carry out regular checks of their vehicle tyres, inspecting for damage, wear and pressure

Where the tyre is found worn or damaged, the Leasing company shall be contacted to arrange repair or replacement. DT require tyres to be changed when tread is reduced to between 2-3mm across the central $\frac{3}{4}$ of the tread around the complete circumference of the tyre.

30.0 WASTE

Waste will be handled in accordance with Data Tech BMS procedure PRC 1029

Where required, details of handling and disposal requirements, including PPE and any specialist handling, will be detailed in the method statement for site or in a separate work instruction.

Where bulk waste is concerned a separate risk assessment may be required prior to operations by the Compliance Manager.

31.0 WELFARE

OFFICES:

Welfare facilities including First Aid, toilets, washing facilities, kitchen facilities and drinking water shall be supplied in all offices of Data Tech.

SITE:

Welfare facilities will generally be arranged by the Client or Principal contractor, with all details being briefed to staff on site, and included in the Method Statement or Site-Specific Instruction and/or the Construction Safety Plan for site and works.

Where this is not practicable, Data Tech may provide self-contained mobile units equipped with toilet, washing and canteen facilities. All details will be recorded in the Method Statement or Site-Specific Instruction for site. Cleaning wipes, paper rolls and bottled water will be issued to crews as required.

32.0 WORKING AT HEIGHTS

Operations will be assessed by the Project Manager and safety staff as applicable, with a view to the requirements for working at heights.

Data Tech will ensure that:

- Work at heights will be avoided where practicable.
- Work equipment or other measures will be employed where working at height cannot be avoided.
- Where risk of fall cannot be eliminated, work equipment or other measures will be employed to minimise the distance and consequences of a potential fall.
- Weather conditions that could endanger health and safety will be considered when planning and carrying out work at height operations.
- Equipment for work at height is appropriately inspected.
- All works at height is properly planned and organised.
- Risks from falling objects and fragile surfaces are properly controlled.

Staff will be trained and briefed accordingly.

32.1 WORKING AT HEIGHTS – ACCESS EQUIPMENT

Some equipment used for access to height requires special training before use examples being:

- Mobile Elevating Work Platforms – IPAF training.
- Scaffold Towers – PASMA Training

Staff will be suitably trained to operate/install equipment prior to use.

33.0 WORKING TIME – SEE HRS 007 WORKING HOURS PROCEDURE

Data Tech complies with the Working Time Regulations 1998 and amendment 2003 and operate opt out as required.

General requirements are:

The longest shift in any roster shall be 12 hours.

A minimum amount of rest between any two shifts shall be 11 hours.

Consecutive days that may be worked before a rest period when working on, over or adjacent to the railway shall be either:

- a) Six consecutive days, followed by a rest period of not less than 24 hours, or;
- b) 12 consecutive days, followed by two consecutive rest days, each of which is not less than 24 hours or;
- c) Two rest periods each of which is not less than 24 hours, within any 14-day period.

Adult workers must be permitted rest breaks of at least 20 minutes if 6 hours or more are to be worked.

Young workers (16-18) must be permitted rest breaks of at least 30 minutes if 4.5 hours or more are to be worked.

Working hours shall be monitored and controlled by the Resources and Payroll systems.

34.0 WORKSAFE PROCEDURE (REFUSAL TO WORK ON THE GROUNDS OF HEALTH AND SAFETY)

Refusal to work on the grounds of concerns over issues relating to Health & Safety is a key component of Data Tech's Health & Safety policy.

Employees raising an honest and reasonable complaint are protected by law from any disciplinary action.

Should any employee sincerely believe that their designated work activity or the environment in which they are required to operate, involves unacceptable risk of injury or damage to equipment they have the right to refuse to work until the risk is reduced to an acceptable level. Issues should be raised initially with person in charge of site (SPC, COSS, Supervisor).

In the event of such a concern being raised, the employee will be supported, and an investigation carried out to determine if the concerns are well founded.

If no substantive evidence is found and a safe system is in place, the complainant will be asked to carry out the task. If agreement cannot be reached, then the complainant shall vacate the work area and escalation shall take place by the person in charge of site.

If the concerns are justified, the work will be suspended until adequate control measures are put in place and a safe system established.

All concerns will be investigated, initially by the person in charge of site (SPC, COSS, Supervisor) and escalated where necessary to Data Tech's Compliance and Project Management staff.

This procedure shall be issued to employees involved in railway working at induction.

34.1 WORKSAFE PROCEDURE - CONFIDENTIAL REPORTING - RAIL

Concerns about safety should be raised with the person in charge of site or line manager. However, if it is felt that these channels are inappropriate or inadequate, employees may contact CIRAS, the rail industry's confidential reporting system.

All reports are treated in absolute confidence and CIRAS is free to anyone working on or around the rail network.

Telephone number: 0800 4 101 101	Freepost CIRAS
Text 07507 285887	http://www.ciras.org.uk

35.0 YOUNG PERSONS

A **young person** is defined as anyone under 18 years old.

A **child** is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (often referred to as the minimum school leaving age (MSLA)).

Prior to employing a young person (including work experience) an assessment of risks associated with their employment shall be carried out, including:

- Location.
- Layout of the workplace and the site where they will work.
- Any physical, biological and chemical agents they will be exposed to, for how long and to what extent.
- Types of work equipment will be used and how this will be handled.
- How the work and processes are organised.
- Level of health and safety training given to young people.
- Risks from particular agents, processes and work.

The responsibility for the monitoring of young persons and trainees will be by those detailed in 1.2; additional day to day responsibility may be delegated to line managers and supervisors at site.

Young people are not permitted to carry out work that:

- Is beyond their physical or psychological capacity;
- Involves harmful exposure to toxic or carcinogenic substances;
- Causes genetic damage or harm to the unborn child;
- Involves harmful exposure to radiation;
- Involves the risk of accidents which may not be recognised or avoided due to lack of experience or training;
- Where there is a risk to health from extreme cold, heat, noise or vibration.

The Working Time Amendment Regulations apply with additional provisions for young people.

Working time is limited to **Eight hours a day** to a maximum of **Forty hours a week**.

Young persons may not work during the "restricted period" between 2200 hours and 06.00 hours.

Young persons must have a 30 minute rest break if working more than four and a half hours.

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